

APPENDIX D: OASIS UNRESTRICTED TASK ORDER SOLICITATION TEMPLATE

Revised by FAS R1 - MARCH 2019

TASK ORDER REQUEST FOR PROPOSAL (RFP) No. ID01170005019 **Amendment 01**

Issued Under:

GSA's One Acquisition Solution for Integrated Services (OASIS) UNRESTRICTED Indefinite-Delivery Indefinite Quantity (IDIQ) Contract

Solicitation Title: Office of the Secretary of Defense (OSD) Assistant Secretary of Defense (ASD) Strategic Environmental Research and Development Program (SERDP) and Environmental Security Technology Certification Program (ESTCP)

Issuing Office: General Services Administration (GSA)/Federal Acquisition Services (FAS), Assisted Acquisition Services (AAS), Region 01, 10 Causeway Street, Boston, MA 02222

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RFP Issue Date: June 4, 2019

Questions Due Date: Questions are due: June 10, 2019 @ 12:00PM Eastern Time via email to: Danielle.Casoli@gsa.gov with a cc. to Jason.Tatro@gsa.gov and Michelle.Morelli@gsa.gov. No verbal inquiries will be accepted. Any additions, deletions, or changes to this solicitation will be made by amendment.

Intent to Propose Due Date: Contractors shall respond to GSA by June 17, 2019 @ 12:00PM Eastern Time via email to: Danielle.Casoli@gsa.gov with a cc.to both Jason.Tatro@gsa.gov and Michelle.Morelli@gsa.gov, if they intend to provide a proposal for this RFQ or, if a proposal will not be submitted with a reason why.

Proposal Due Date: Proposals are due by July 3, 2019 @ 12:00PM Eastern Time submitted electronically through GSA Assisted Services Shared Information System (GSA ASSIST) and via email to Danielle.Casoli@gsa.gov with a cc to Jason.Tatro@gsa.gov and Michelle.Morell@gsa.gov.

1.0. OASIS TASK ORDER INFORMATION

1.1. OASIS Pool Being Solicited/Awarded: Pool 1

1.2. NAICS Code and Small Business Size Standard:

The principal nature of the requirements described in this solicitation is consistent with services performed by industries in the 541690 Other Scientific and Technical Consulting Services with a small business size standard of \$15,000,000.

1.3. Product Service Code (PSC): The services in this solicitation are best represented by:

Pool 1: PSC Code: R408 Program Management; Support Services

(Note: See Appendix D OASIS Contract for other Pool 1 PSC Codes)

1.4. Type of Contract: The primary type of contract resulting from this solicitation is:

Time and Materials

1.5. Type of Services: The type of services under this solicitation is:

☒ Commercial Items ☐ Non-Commercial Items ☐ Mix of Both

1.6. Extent of Competition: This solicitation will be based on:

1.6.1. ☒ Fair Opportunity procedures (FAR 16.505(b)(1))

1.7. Security Clearances:

1.7.1. The clearance level for this PWS/SOW is:

☒ Unclassified ☐ Classified ☐ Mix of Both

1.7.2. The Facility Clearance Level for this PWS/SOW is:

☒ Unclassified ☐ Secret ☐ Top Secret

1.8. Performance Location(s):

1.8.1. The performance locations for this PWS/SOW are:

☒ CONUS ☐ OCONUS ☐ Mix of Both

1.8.2. The labor will be performed at on a

☐ Government Site ☐ Contractor Site ☒ Mix of Both

1.9. Place(s) of Performance:

1.9.1. The places of performance(s) for this PWS/SOW are (but not limited too):

The primary location is contractor facilities in the National Capital Region (NCR). Contractors should expect to be readily available to meet in Government NCR facilities with limited notice (less than 1 day). Contractors will be required to attend weekly and/or monthly meetings at the Mark Center, Alexandria, VA. However, other CONUS locations may be required to complete the task.

1.10. Period of Performance:

1.10.1. The period of performance for this PWS/SOW is:

Twelve (12) months from contract award with four (4) twelve (12) month option periods.

2.0. CONTRACT LINE ITEMS (CLINS) AND CONTRACT TYPE BY CLIN

Base Year

CLIN 0001 (T&M): Standardized labor Categories in OASIS Section J1, Attachment 1 shall be used.

Provide services for (OSD ASD SERDP and ESTCP) in section 3.2 of the PWS. These services are performed in CONUS at locations listed in section 1.9 above.

Total Ceiling Price: \$

CLIN 0002 (T&M): Ancillary Support, Specialized Professional Services Labor Support, and/or Subcontractor Support in support of CLIN 0001 (Ancillary subcontract labor is to be proposed and awarded as Material).

CLIN shall be used only for proposed labor categories not found in OASIS Section J1, and shall be in accordance with instructions found in Section 5.0

Total Ceiling Price: \$

CLIN 0003: Other Direct Costs (Cost):

Total Ceiling Price: b(4)

CLIN 0004: Travel (Cost):

Travel in accordance with section 2.1 below, in support of tasks under CLIN 0001.

Total Not-To-Exceed: b(4)

CLIN 0005 Contract Access Fee (CAF): (Cost) Any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of 0.1%.

Total Price: \$

[Note: The CAF Percentage applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors]

CLIN 0006 (T&M): Surge Support in support of CLIN 0001

Provide Tasks 3.2.1.1.1 and deliverables 4.1 – 4.11. These services are performed in CONUS, on Government and Contractor site, at locations in section 1.9

Estimate only: The contractor will not be guaranteed any hours under this CLIN. (See Para 5.2 in the RFQ). The Contracting Officer has unilateral authority to execute the SURGE CLIN. The Contractor's proposed CLIN 0006 labor categories and fully burdened rates shall be provided and will be utilized when ordering under this CLIN.

Total Ceiling Price: \$

Option Year 1

CLIN 1001 (T&M): Standardized labor Categories in OASIS Section J1, Attachment 1 shall be used.

Provide services for (OSD ASD SERDP and ESTCP) in section 3.2 of the PWS. These services are performed in CONUS at locations listed in section 1.9 above.

Total Ceiling Price: \$

CLIN 1002 (T&M): Ancillary Support, Specialized Professional Services Labor Support, and/or Subcontractor Support in support of CLIN 1001 (Ancillary subcontract labor is to be proposed and awarded as Material).

CLIN shall be used only for proposed labor categories not found in OASIS Section J1, and shall be in accordance with instructions found in Section 5.0

Total Ceiling Price: \$

CLIN 1003: Other Direct Costs (Cost):

Total Ceiling Price: b(4)

CLIN 1004: Travel (Cost):

Travel in accordance with section 2.1 below, in support of tasks under CLIN 1001.

Total Not-To-Exceed: b(4)

CLIN 1005 Contract Access Fee (CAF): (Cost) Any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of 0.1%.

Total Price: \$

[Note: The CAF Percentage applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors]

CLIN 1006 (T&M): Surge Support in support of CLIN 1001.

Provide Tasks 3.2.1.1.1 and deliverables 4.1 – 4.11. These services are performed in CONUS, on Government and Contractor site, at locations in section 1.9

Total Ceiling Price: \$

Estimate only: The contractor will not be guaranteed any hours under this CLIN. (See Para 5.2 in the RFQ). The Contracting Officer has unilateral authority to execute the SURGE CLIN. The Contractor's proposed CLIN 1006 labor categories and fully burdened rates shall be provided and will be utilized when ordering under this CLIN.

Option Year 2

CLIN 2001 (T&M): Standardized labor Categories in OASIS Section J1, Attachment 1 shall be used.

Provide services for (OSD ASD SERDP and ESTCP) in section 3.2 of the PWS. These services are performed in CONUS at locations listed in section 1.9 above.

Total Ceiling Price: \$

CLIN 2002 (Labor Hour): Ancillary Support, Specialized Professional Services Labor Support, and/or Subcontractor Support in support of CLIN 2001 (Ancillary subcontract labor is to be proposed and awarded as Material).

CLIN shall be used only for proposed labor categories not found in OASIS Section J1, and shall be in accordance with instructions found in Section 5.0

Total Ceiling Price: \$

CLIN 2003: Other Direct Costs (Cost):

Total Ceiling Price: b(4)

CLIN 2004: Travel (Cost):

Travel in accordance with section 2.1 below, in support of tasks under CLIN 2001.

Total Not-To-Exceed: b(4)

CLIN 2005 Contract Access Fee (CAF): (Cost) Any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of 0.1%.

Total Price: \$

[Note: The CAF Percentage applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors]

CLIN 2006 (T&M): Surge Support in support of CLIN 2001.

Provide Tasks 3.2.1.1.1 and deliverables 4.1 – 4.11. These services are performed in CONUS, on Government and Contractor site, at locations in section 1.9

Total Ceiling Price: \$

Estimate only: The contractor will not be guaranteed any hours under this CLIN. (See Para 5.2 in the RFQ). The Contracting Officer has unilateral authority to execute the SURGE CLIN. The Contractor's proposed CLIN 2006 labor categories and fully burdened rates shall be provided and will be utilized when ordering under this CLIN.

Option Year 3

CLIN 3001 (T&M): Standardized labor Categories in OASIS Section J1, Attachment 1 shall be used.

Provide services for (OSD ASD SERDP and ESTCP) in section 3.2 of the PWS. These services are performed in CONUS at locations listed in section 1.9 above.

Total Ceiling Price: \$

CLIN 3002 (Labor Hour): Ancillary Support, Specialized Professional Services Labor Support, and/or Subcontractor Support in support of CLIN 3001 (Ancillary subcontract labor is to be proposed and awarded as Material).

CLIN shall be used only for proposed labor categories not found in OASIS Section J1, and shall be in accordance with instructions found in Section 5.0

Total Ceiling Price: \$

CLIN 3003: Other Direct Costs (Cost):

Total Ceiling Price: b(4)

CLIN 3004: Travel (Cost):

Travel in accordance with section 2.1 below, in support of tasks under CLIN 3001.

Total Not-To-Exceed: b(4)

CLIN 3005 Contract Access Fee (CAF): (Cost) Any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of 0.1%.

Total Price: \$

[Note: The CAF Percentage applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors]

CLIN 3006 (T&M): Surge Support in support of CLIN 3001.

Provide Tasks 3.2.1.1.1 and deliverables 4.1 – 4.11. These services are performed in CONUS, on Government and Contractor site, at locations in section 1.9

Total Ceiling Price: \$

Estimate only: The contractor will not be guaranteed any hours under this CLIN. (See Para 5.2 in the RFQ). The Contracting Officer has unilateral authority to execute the SURGE CLIN. The Contractor's proposed CLIN 3006 labor categories and fully burdened rates shall be provided and will be utilized when ordering under this CLIN.

Option Year 4

CLIN 4001 (T&M): Standardized labor Categories in OASIS Section J1, Attachment 1 shall be used.

Provide services for (OSD ASD SERDP and ESTCP) in section 3.2 of the PWS. These services are performed in CONUS at locations listed in section 1.9 above.

Total Ceiling Price: \$

CLIN 4002 (Labor Hour): Ancillary Support, Specialized Professional Services Labor Support, and/or Subcontractor Support in support of CLIN 4001 (Ancillary subcontract labor is to be proposed and awarded as Material).

CLIN shall be used only for proposed labor categories not found in OASIS Section J1, and shall be in accordance with instructions found in Section 5.0

Total Ceiling Price: \$

CLIN 4003: Other Direct Costs (Cost):

Total Ceiling Price: b(4)

CLIN 4004: Travel (Cost):

Travel in accordance with section 2.1 below, in support of tasks under CLIN 4001.

Total Not-To-Exceed: b(4)

CLIN 4005 Contract Access Fee (CAF): (Cost) Any task order placed by GSA Assisted Acquisition Services (AAS) shall have a reduced fee of 0.1%.

Total Price: \$

[Note: The CAF Percentage applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors]

CLIN 4006 (T&M): Surge in support of CLIN 4001.

Provide Tasks 3.2.1.1.1 and deliverables 4.1 – 4.11. These services are performed in CONUS, on Government and Contractor site, at locations in section 1.9

Total Ceiling Price: \$

Estimate only: The contractor will not be guaranteed any hours under this CLIN. (See Para 5.2 in the RFQ). The Contracting Officer has unilateral authority to execute the SURGE CLIN. The Contractor's proposed CLIN 4006 labor categories and fully burdened rates shall be provided and will be utilized when ordering under this CLIN.

2.1 Travel: Travel is anticipated during the performance of this work assignment. The contractor shall obtain approval from the Government Technical Manager prior to booking travel via email and upload the approval to the ITSS Post Collaboration Tool (PAC). The contractor will make every effort to make request a minimum of two (2) weeks prior to travel and will provide estimated travel costs as part of the submitted request.

Travel details will be defined in the attached PWS section 5.0 and will be reimbursed in accordance with FAR 31.205-46.

The Contractor may only apply indirect costs to travel and materials consistent with their usual accounting practices, proof of which must be provided in the proposal.

3.0. DESCRIPTION OF SERVICES/SCOPE OF WORK

Detailed requirements are included in the attached PWS.

4.0. DELIVERY AND PERFORMANCE INFORMATION

Deliverables: All deliverables are detailed in the attached PWS section 4.0. Offerors' proposals shall detail their plan to meet deliverable requirements.

5.0. LABOR CATEGORIES AND DESCRIPTIONS

Anticipated Labor Categories and hours can be found in the table below. The Government anticipates that the following level of effort and skill mix is appropriate to perform as required. However, the Government invites offerors to propose different levels of effort and skill mixes, and to explain the rationale for differences in their technical proposals.

Labor ID #	SOC No.	Labor ID # Administrative Professional	Suggested # of Hours per Year CLIN 1 Base and Options	Suggested # of Hours per Year Surge
57	17-2081	Junior Engineer Group 3 - Environmental Engineers	150	175
58	17-2081	Journeyman Engineer Group 3 - Environmental Engineers	180	20
59	17-2081	Senior Engineer Group 3 - Environmental Engineers	300	N/A
60	17-2081	SME - Engineer Group 3 - Environmental Engineers	220	N/A
73	11-9041	Junior Manager Group 2 - Architectural and Engineering Managers	100	N/A
74	11-9041	Journeyman Manager Group 2 - Architectural and Engineering Managers	300	150
75	11-9041	Senior Manager Group 2 - Architectural and	200	200

		Engineering Managers		
76	11-9041	SME - Manager Group 2 - Architectural and Engineering Managers	200	N/A
93	19-3092	Junior Scientists and Science Technicians Group 3 - Geographers	300	100
94	19-3092	Journeyman Scientists and Science Technicians Group 3 - Geographers	400	400
95	19-3092	Senior Scientists and Science Technicians Group 3 - Geographers	400	300
96	19-3092	SME - Scientists and Science Technicians Group 3 - Geographers	400	100
37	13-2051	Junior Business and Financial Operations Specialists Group 2 - Financial Analysts	400	500
38	13-2051	Journeyman Business and Financial Operations Specialist Group 2 - Financial Analysts	600	500
39	13-2051	Senior Business and Financial Operations Specialist Group 2- Financial Analysts	400	450
40	13-2051	SME - Business and Financial Operations Specialist Group 2- Financial Analysts	100	N/A
61	17-2141	Junior Engineer Group 4 - Mechanical Engineers	125	200
62	17-2141	Journeyman Engineer Group 4 - Mechanical Engineers	500	200
63	17-2141	Senior Engineer Group 4 - Mechanical Engineers	400	N/A
64	17-2141	SME - Engineer Group 4 - Mechanical Engineers	480	N/A

Standardized labor Categories in OASIS Section J1, Attachment 1 shall be used.

Ancillary subcontract labor shall be proposed and awarded as Materials in accordance with FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contract. Ancillary Support and/or Specialized Professional Services Labor and/or Subcontractor Support proposed in CLINs 0002, 1002, 2002, 3002, and 4002 must be in accordance with the following:

Identification of Labor

OASIS Contract section B.2 establishes that “Except for ancillary labor as defined under Section B.3., when responding to a request for proposal under task order solicitation, the Contractor shall identify both Prime and Subcontractor labor using the OASIS Labor Categories and corresponding SOC Number that applies. The Contractor may deviate from the Junior, Journeyman, Senior, and Subject Matter Expert (SME) definitions in Section J.1., as long as the Contractor clearly identifies the deviation in their proposals. Additionally, the following qualification substitution chart applies:

Bachelor's Degree	6 years work experience may be substituted for a Bachelor's Degree	Associate's Degree plus 4 years work experience may be substituted for a Bachelor's Degree
Master's Degree	12 years work experience may be substituted for a Master's Degree	Bachelor's Degree plus 8 years work experience may be substituted for a Master's Degree
Doctorate's Degree	20 years work experience may be substituted for a Doctorate's Degree	Bachelor's Degree plus 16 years work experience, or a Master's Degree plus 12 years work experience may be substituted for a Doctorate's Degree

(Please note that as per the OASIS IDIQ, any identified deviations from the OASIS definitions of Junior, Journeyman, Senior, and Subject Matter expert will be evaluated. As part of that evaluation, the OCO will consider any potential impacts on the agency's requirements in terms of performance and price.)

Specialized Professional Labor

OASIS contract section B.3.1 defines specialized professional services labor as bona fide executive, administrative, or professional skills for which the expertise required or duties performed are within the scope of OASIS but, are so specialized that they are not explicitly defined in any labor category description in Section J.1., Attachment (1). If the Contractor proposes specialized professional services labor when proposing ancillary support; the OCO will determine whether circumstances merit the use of specialized professional skills.

If Specialized Professional labor is proposed, the proposal should include:

- The proposed labor category title
- Expertise and qualifications required by the specialized labor category
- Duties to be performed by the specialized labor
- Segment of the statement of work that the specialized labor will perform with references to statement of work sections
- An explanation of why the specialized labor is required with a discussion of which OASIS LCATs in contract Section J-1, Attachment J1 were considered and why they were not appropriate or did not fit the task order requirements
- A discussion of the OMB SOC occupations that were examined to determine if the specialized labor could be mapped to an OMB SOC occupation, and
- The OMB SOC occupation that maps, if applicable.

5.1 Security Levels:

See Security Level Requirements in the PWS

5.2 SURGE CLINs: The Government may require surge support during the performance of this PWS and will do so by way of the delivery of the Surge Labor CLIN identified in the Schedule as an Option item. The Contracting Officer may exercise the surge option by written notice to the Contractor within 30 days. Delivery of added surge labor shall continue at the same rate as like labor negotiated in the order, unless the parties otherwise agree.

6.0. INVOICING INSTRUCTIONS

6.1 Electronic Invoicing Process (December 2014). GSA employs Electronic Commerce in Contracting to the maximum extent practicable. Contractors will use the GSA Assisted Acquisition Service Business System (ASSIST), also known as IT Solutions Shop (ITSS) at <https://portal.fas.gsa.gov> to submit invoices. All invoice information, to include attached documents, will be submitted to ASSIST via the Central Invoice Service (CIS).

(1) For each invoice, the contractor will complete the required fields provided in ASSIST CIS and must attach a copy of the invoice. Assistance in using the GSA ASSIST CIS application and answers to related questions may be obtained via email at aasbs.helpdesk@gsa.gov or by calling (877) 472-4877.

(2) The Invoice Form will include all active Task Items on the contract. The contractor will enter the invoice amount in dollars and cents for each Task Item.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer's Representative, or the Customer Account Manager, immediately following the award of the contract or during contract administration to further enhance the use of Electronic Commerce in Contracting or to ensure compliance with GSA or GSA Customer Agency requirements or policies.

6.2 Invoice Content

(1) In addition to the requirements of a proper invoice as set forth in the Federal Acquisition Regulation, an invoice submitted in accordance with the clause titled Electronic Invoicing Process (January 2014), will contain the following:

- ☒ Name of the business concern, address, and telephone number
- ☒ Invoice date
- ☒ Invoice number
- ☒ Order Number
- ☒ ITSS (GSA ASSIST) Identification Number
- ☒ Task Order Number and any other authorization for delivery of property or services
- ☒ Accounting Control Transaction (ACT) number
- ☒ Item Number, National Stock Number (NSN) or other product identification number, description, price, and quantity of property or services actually delivered or rendered
- ☒ Breakout of amount claimed by Contract Task Item Number or Contract Line Item Number
- ☐ Shipping and payment terms
- ☒ Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent. The "remit to" address must correspond to the remittance address in the Order.
- ☒ Cumulative amount invoiced of current performance period
- ☒ Cumulative percent invoiced of current performance period
- ☒ Cost-Reimbursable and Labor Hour/Time and Material Orders will include:
 - (i) labor category;
 - (ii) hours worked per labor category;

- (iii) rate per labor category;
- (iv) total cost per labor category;
- (v) extended or “cumulative” amount per labor category;
- (vi) total travel costs incurred this invoice period;
- (vii) total travel costs to date;
- (viii) total of any other costs incurred this invoice period;
- (ix) amount obligated Contract as of the invoice period;
- (x) total value of the Contract for the performance period invoiced;
- (xi) total amount invoiced to date;
- (xii) total amount paid to date;
- (xiii) total of all costs incurred and invoiced;
- (xiv) total amount incurred but not paid to date;
- (xv) burn rate for the current invoice; and
- (xvi) average monthly burn rate of the performance period invoiced.

☒ Travel – Name of traveler, date(s) of travel, location of travel, dollar amount of travel, and receipts for all travel expenses greater than \$75.00.

☒ Other Direct Costs (ODC) – Description of the ODC, quantity, unit price and total price/cost of each ODC.

(2) Invoices will be submitted in accordance with the following schedules:

☐ Fixed-Price Contracts – At least five days after the end of the month in which the item(s) or services were delivered and accepted by the Government.

☒ Cost-Reimbursement, Time-And-Materials and Labor-Hour Contracts – Not later than the twenty-fifth day of the month following the end of any monthly billing period.

(3) Additional instructions may be provided by the Contracting Officer, Contracting Officer’s Representative, or the Customer Account Manager, immediately following the award of the Contract or during Contract administration to ensure compliance with GSA or GSA Customer Agency requirements or policies.

7.0. SOLICITATION PROVISIONS AND TASK ORDER CLAUSES

All Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS task orders, based on their specific contract type (e.g. cost, fixed price, etc.), statement of work,

competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. Representation and Certification Provisions from the OASIS master contracts automatically flow down to all OASIS task orders.

7.1. FAR Optional and Agency specific Task Order Provisions/Clauses. The following additional provisions and clauses apply to this task order:

1. FAR 52.216-31 Time-and-Materials/Labor-Hour Proposal Requirements—
Commercial Item Acquisition
2. FAR 52.217-8 Option to Extend Services
The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 Days.
3. FAR 52.217-9 Option to Extend the Term of the Contract
The Government may extend the term of this contract by written notice to the Contractor within 10 Days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 Days before the contract expires. The preliminary notice does not commit the Government to an extension.

7.2 FAR Provisions and Clauses Incorporated by Reference.

FAR 52.212-1 Instructions to Offerors Commercial Items
FAR 52.212-5 Contract Terms and Conditions Required Implementing Statutes of Executive Orders - Commercial Items
FAR 52.215-23 Limitations on Pass-through Charges
FAR 52.217-5 Evaluation of Options
FAR 52.232-7 Payments under Time-and-Materials and Labor-Hour Contracts

7.3. DFAR Provisions and Clauses Incorporated by Reference.

252.201-7000	Contracting Officer Representative
252.204-7008	Compliance with Safeguarding Covered Defense Information Controls
252.204-7009	Limitation on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting
252.211-7007	Reporting of Government-Furnished Property
252.223-7006	Prohibition on Storage, Treatment, and Disposal of Toxic or Hazardous Material
252.225-7001	Buy American and Balance of Payments Program
252.225-7002	Qualifying Country Sources as Subcontractors
252.225-7005	Identification of Expenditures in the United States
252.225-7028	Exclusionary Policies and Practices of Foreign Government
252.227-7012	Patent License and Release Contract
252.227-7015	Technical Data-Commercial Items
252.227-7020	Rights in Special Works
252.237-7010	Prohibition on Interrogation of Detainees by Contractor Personnel
252.246-7004	Safety of Facilities, Infrastructure, and Equipment for Military Operations

8.0. PROPOSAL PREPARATION AND SUBMISSION

8.1. Contract Clauses. All Proposals shall comply fully with all applicable clauses and provisions in the applicable OASIS Contract and those stated in this RFP. A proposal that does not meet the requirements specified in the contract for submission of Task Order proposals will be rejected.

8.2. Labor Categories. All proposals shall comply with Section 5 and provide all required information as applicable.

8.3. Proposal Submission. A proposal shall be submitted electronically through GSA Assisted Services Shared Information System (GSA ASSIST) and emailed to the GSA Project Team listed on page one of this document by the time and date provided. Submission of proposal indicates the Offeror's acceptance of the terms and conditions of the proposed Task Order. The proposal shall be executed by a representative of the Offeror authorized to commit the Offeror to contractual obligations and shall be submitted in an electronic format compatible with Microsoft Office Excel and PDF. Pricing Table shall be submitted in Excel format, all other documents shall be submitted as PDF.

8.3.1. Proposal Format and Submission Instructions. Offerors desiring to be considered for award of this Task Order must submit a proposal. The proposal shall consist of two (2) separately presented volumes: Volume I Technical and Volume II for the proposed price. Prices and dollar values shall be stated only in the Volume II.

Each Offeror assumes full responsibility for ensuring that its proposal is received at the addresses designated above on or before the specified date and time.

8.3.1.1 Specific Mandatory Formatting Requirements. Use standard 8.5 x 11 inch pages in portrait orientation;

- a. Number each page
- b. Use only one inch margins for the top, bottom and page sides; page numbers, notations of proprietary information, and any other identifying information printed on each page are excluded from the margin requirement
- c. Print shall be spaced at 6 lines per inch
- d. Text font shall be Times New Roman no smaller than 11 point; however, text included on figures, charts, and/or matrices may be reduced to 8 point. The Offeror may use proportional fonts provided the Government's requirement for the proposal to be readable is met and smaller type is not used to circumvent the proposal page limitations.

8.3.1.2 Volume I, Technical - Formatting and Content Requirements. The technical volume must not exceed twenty (20) pages in length, excluding Title Page, Table of Contents, and Prior Experience Project Summaries. Volume I shall contain the following three sections: Introduction; Technical Solution; and Prior Experience.

8.3.1.2.1 Introduction - Title Page and Task Overview. The introduction shall include:

- A Title Page (Excluded from page count) identifying;

- Offeror and solicitation number
 - Contract CAGE and DUNS number
 - Contractor Point of Contact who is Registered in ITSS
 - OASIS Contract Number
 - A signature of an official with the capacity and authority to bind the Offeror
- A Table of Contents for the proposal (Excluded from page count);
 - A brief Introduction and Summary of Task Order requirements

8.3.1.2.2 Technical Solution and Prior Experience.

Responses to the Non-Price/Cost Factors as detailed in Section 9.0 below.

8.3.1.3 Volume II (Price Proposal) Requirements. The price proposal shall be separate from the technical proposal and the prices and dollar values shall be stated only in the price proposal.

Proposed Price. The proposed price shall be incorporated into the worksheet referenced in the Attachments of this RFP, entitled “*Pricing Spreadsheet*” and submitted with the price proposal. The offeror shall identify both Prime and Subcontractor labor using the OASIS labor categories and corresponding Service Occupational Codes (SOC) number that applies from Sections B.2.1 and J.1 of your IDIQ as well as the rates proposed. Offeror shall also comply with the requirements in Section 5, Labor Categories, if proposing Ancillary Support and/or Specialized Professional Services Labor and/or Subcontractor Support.

9.0. EVALUATION FACTORS AND BASIS OF AWARDS

Evaluation of the task order proposal will consider Non-Price/Cost Factors and Price/Cost. The Non-Price factors are: Technical, Prior Experience

Technical Approach:

The Offeror shall demonstrate its understanding of Task Order requirements by addressing individually and fully its technical understanding of and technical approach to the Task Order. Describe the approach, methods and techniques proposed to effectively achieve the performance requirements. The Offeror shall identify any risks expected to be encountered and how the technical approach and contingency plans will mitigate such risks by task sufficient for the Government to assess the Contractor's general understanding of the requirements and to evaluate the technical approach the Contractor proposes to satisfy Task Order requirements.

Prior Experience:

This factor considers the extent of the Offeror’s experience as a firm in providing like or similar services. For each contract provided in response to this factor, the Offeror shall explain in a detailed narrative how the characteristics of the selected contract relate to the services required by this solicitation.

The Offeror shall detail its Prior Experience in not more than two (2) contracts that reflect and identify experience on projects currently being performed or which have been completed within the last three (3) years that are similar in size, scope, and complexity to the requirements of this Solicitation. The Offeror shall describe the client, project title, scope of work, the period during which the work occurred, the dollar value of the work performed, the specific responsibilities of the Offeror, major deliverables

produced, performance measures/service levels applied, any awards that were received for superior performance, quality assurance, risk management methodologies used, lines of communication used, and any problems or issues that occurred, and the corrective action taken. The Offeror shall provide point of contract data sufficient for the Government to verify the information.

The non-price/cost criteria are arranged in descending order of importance. In the evaluation, the non-price/cost criteria, when combined, are significantly more important than price/cost in determining best value. However, should evaluation determine that offerors' proposals are equivalent with regard to non-price factors, then cost/price will be the determining factor.

The Government will comply with the ordering procedures in FAR Subpart 16.505. All awardees under the OASIS Unrestricted Contract Pool 1 are provided a fair opportunity to be considered for this award.

The government will evaluate the written responses and price/cost submissions to select the best-value contractor. Responses will be evaluated in terms of quality, depth and relevance of information presented in response to this task order request. The contractor that, in the government's estimation, provided the greatest overall benefit in response to the requirement will be selected for the task order award. The government will base their determination of which contractor provides the greatest overall benefit in terms of the stated evaluation factors and will use the evaluation process described herein to arrive at this determination. The Government does not intend to hold discussions. Therefore, the initial proposal should contain the contractor's best terms.

Please note as stated previously that as per the OASIS IDIQ, any identified deviations from the OASIS definitions of Junior, Journeyman, Senior, and Subject Matter expert will be evaluated. As part of that evaluation, the OCO will consider any potential impacts on the agency's requirements in terms of performance and price.

Price/Cost. The Government will evaluate price/cost to ensure it is complete, fair and reasonable. In accordance with the OASIS IDIQ, the OCO will validate rates against the Bureau of Labor Statistics (BLS) Standard Occupational Classification (SOC) compensation data for reasonable price/cost. Additional price/cost may involve comparison of offeror proposals with the government cost estimate. Each offeror's level of effort and mix of labor proposed will also be evaluated to determine that the total price proposed is fair and reasonable.

The Government will evaluate price proposal for award purposes by adding the total price for all options (if applicable) to the total price for the basic requirement. The proposed price will be evaluated to determine if it is fair and reasonable; reflects a clear understanding of the requirements; and is consistent with the offeror's non-price/cost proposal.

Options: The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

The Government will perform a trade-off analysis between price/cost and non-price/cost factors to select the contractor that provides the best value.

10. Selection and Award:

Fair Opportunity

This task order request is conducted under the fair opportunity guidelines of FAR 16.505, which outlines the ordering procedures for orders issued under MA/IDIQ contracts and the OASIS Pool 1 contract. All awardees under the OASIS Unrestricted Contract Pool 1 are provided a fair opportunity to be considered for this award. Award will be based on a determination of best value to the government, price and other factors considered. “Best Value” means the expected outcome of an acquisition that, in the Government’s estimation, provides the greatest overall benefit in response to the requirements.” Best value evaluation is, in and of itself, a subjective assessment by the government of the proposed solution that provides the optimal results to the government.

This method does not use any aspects of FAR subpart 15.3. The use of this fair opportunity process does not obligate the government to determine a competitive range, conduct discussions with any contractors, solicit proposals or revisions thereto, or use any other source selection techniques associated with FAR subpart 15.3

Comparative Analysis

Following receipt of responses to this task order request, the government will perform a comparative analysis (comparing contractor responses to one another). Should the government receive only one response, the proposal will be evaluated on a best value basis.

Award on Initial Responses

The government anticipates selecting the best value contractor from initial responses, without engaging in exchanges with contractors. Contractors are strongly encouraged to submit their best value solution in response to this task order request. The government reserves the right to engage in exchanges.

Exchanges with Best-Value Contractor

Once the government determines the contractor that is the best-value, the government reserves the right to communicate with *only* that contractor to address any remaining issues, if necessary, and finalize a task order with that contractor. These issues may include non-price and price. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the government, the government reserves the right to communicate with the next best-value contractor based on the original analysis and address any remaining issues. Once the government has begun communications with the next best-value contractor, no further communications with the previous contractor will be entertained until after the task order has been awarded. This process shall continue until an agreement is successfully reached and a task order is awarded.

11. Attachments:

Attachment 01: Performance Work Statement (PWS)

Attachment 02: Pricing Spreadsheet

Attachment 03: Organizational Conflict of Interest (OCI)

Attachment 04: Quality Assurance Surveillance Plane (QASP)

APPENDIX D: OASIS UNRESTRICTED TASK ORDER SOLICITATION TEMPLATE